

AGENDA

**BOARD OF COMMISSIONERS
315 WEST SECOND STREET
FRANKFORT, KY 40601
502/875-8500**

**MARCH 27, 2006
5:30 P.M.**

1. **INVOCATION**

Rev. Louis Newby, First Corinthian
Baptist Church

PLEDGE OF ALLEGIANCE

John Hammond

ROLL CALL

MINUTES

January 9, 2006 Work Session;
January 12, 2006 Work Session;
January 23, 2006 Regular Meeting;
February 13, 2006 Work Session;
February 27, 2006 Regular Meeting;
March 13, 2006 Work Session

MAYOR'S REPORT

2. **CEREMONIAL ITEMS**

3. **ORDINANCES**

- 3.1 **SECOND READING:** An Ordinance rezoning property identified as 1300 Louisville Road from High-Density Multi-Family Residential District (RH) to Limited Commercial (CL), more specifically described as PVA map #049-40-01-002.00.

Purpose: Approval of the recommendation of approval by the Frankfort/Franklin County Planning Commission concerning a zone map amendment by Holly Hill Church of Christ (f.k.a. Frankfort Church of Christ) and optionee Caroline Taylor Bevins represented by Mr. Charlie Jones, attorney, for a 1.93-acre parcel of property located at 1300 Louisville Road from High-Density Multi-Family Residential District (RH) to Limited Commercial (CL). Property more specifically described as PVA map #049-40-01-002.00.

Background: KRS requires that a public hearing be held by the Planning Commission and that the Planning Commission's recommendation be forwarded to the Local Government (City Commission) for final approval or denial.

Should the City Commission desire to not follow the Planning Commission's recommendation, then the item should be tabled and a request for a verbatim transcript of the Planning Commission meeting, which must be obtained before the item can be heard by the City Commission. The City Commission will then be required to make its own findings of fact based on the verbatim transcript. Or the City Commission may determine to hold its own public hearing and then make its own findings of fact based solely upon the new public hearing testimony.

On October 20, 2005, the Frankfort-Franklin County Planning Commission held a public hearing to consider a zone change request for this property. The public hearing was closed and the Planning Commission tabled the item for the preparation of the summary.

On January 19, 2006, the Planning Commission removed the item from the table, approved the summary, approved and adopted the findings of fact, and motioned to recommend approval of a zone map amendment from High-Density Multi-Family Residential District (RH) to Limited Commercial (CL)

based on 2 findings of fact. The motion to recommend approval of the motioned zone map amendment passed by a vote of 4-1 (Chairman did not vote). (The planning Commission did not support the applicant's specific request but was able to support a less intensive commercial district for the property)

Recommendation: Approval

Attachments:

- Adopted Findings of Facts
- Summary and Staff Report reviewed by the Frankfort/Franklin County Planning Commission.
- Minutes from the January 19, 2006 meeting

Contact Person

Name: Gary Muller
Title: Director of Planning and Building Codes
Department: Planning and Building Codes
Phone: 502/352-2100
E-mail: Gmuller@fewpb.com

- 3.2 **SECOND READING:** An Ordinance rezoning an 11.25-acre parcel of property located at the intersection of Galbraith Road and KY 676 (East-West Connector) with the PVA map #086-00-00-027.00 from (PR) Planned Residential to (RL) Low-Density Multi-Family Residential District.

Background: KRS requires that a public hearing be held by the Planning Commission and that the Planning Commission's recommendation be forwarded to the Local Government (City Commission) for final approval or denial.

Should the City Commission desire to not follow the Planning Commission's recommendation, then the item must be tabled and a request for a verbatim transcript of the Planning Commission meeting, which must be obtained before the item can be heard by the City Commission. The City Commission will then be required to make their own findings of fact based on the verbatim transcript or hold its own public hearing and then make findings of fact.

On November 17, 2005, the Frankfort-Franklin County Planning Commission held a public hearing to consider a zone change request for this property. The public hearing was closed and the Planning Commission tabled the item for the preparation of the summary.

On January 19, 2006, the Planning Commission removed the item from the table, approved the summary, approved and adopted 4 findings of fact, and motioned to recommend approval of a zone map amendment from (PR) Planned Residential to (RL) Low-Density Multi-Family Residential District based on the 4 findings of fact and that the owner agreed to comply with the 3 conditions of the adjoining neighbors. The motion to recommend approval of the requested zone map amendment passed by a vote of 5-0 (chairman did not vote).

Recommendation: Approval

Attachments:

- Adopted Findings of Facts rezoning ordinance
- Staff Report reviewed by the Frankfort/Franklin County Planning Commission
- Minutes from the January 19, 2006 meeting

Contact Person

Name: Gary Muller
Title: Director of Planning and Building Codes
Department: Planning and Building Codes
Phone: 502/352-2100

E-mail: Gmuller@fewpb.com

- 3.3 **SECOND READING:** An Ordinance amending Frankfort Code of Ordinances Chapter 37, Personnel; City Employees, Section 37.11, Compensatory Leave.

Purpose: An Ordinance to allow payment to an employee at the sum of the normal hourly rate for their Compensatory Time in excess of 50 hours when the maximum accrual amount of 100 hours is exceeded.

Background: Previous Ordinance only allowed 100 hours maximum accrual of Compensatory Time. This put some staff in a position to work extended hours with no credit. Payments will be made to eligible employees on a quarterly basis.

Financial Analysis: None anticipated; should be absorbed in budget.

Recommendation: Approval

Attachments:

- Ordinance

Contact Person

Name: John C. Morrow
Title: Human Resources Director
Department: Human Resources
Phone: 502/875-8500
E-mail: jmorrow@fewpb.com

- 3.4 **SECOND READING:** An Ordinance Amending Frankfort Code of Ordinances Chapter 37, Personnel: City Employees, Section 37.45, Entry Level Salaries and Salaries of Specially Qualified Public Safety Personnel.

Purpose: To consider amending the ordinance regarding Primary and Secondary Paramedic Status.

Background: The current ordinance includes provisions for two levels of paramedics – Primary and Secondary and two different rates of pay. In order to provide more consistent patient care and employee performance, it is recommended that only one level of paramedic status be established with functioning criteria. This recommendation is based upon an effort to improve Frankfort's emergency medical service as recommended by the Fire Chief, the EMS Director, the EMS Training Coordinator, and the Medical Director. This change is endorsed by the Medical Director, Dr. Archibald and the City's Human Resources Director, John Morrow.

Financial Analysis: The additional cost in paramedic rate adjustments is expected to be \$13,600, budgeted in Account No. 100.41.51000.

Recommendation: Approval

Attachments:

- Ordinance

Contact Person

Name: Wallace Possich
Title: Fire Chief
Dept.: Fire
Phone: 502/875-8511
E-mail: wpossich@fewpb.com

- 3.5 **FIRST READING:** An Ordinance amending Ordinance No. 8, 1983 Series, Article 12, Section 12.02 – Table of Required Parking, by adding language that specifically addresses parking at fuel pumps.

Purpose: To amend the City's Zoning Ordinance as recommended by the Frankfort/Franklin County Planning Commission and the Zoning Update Committee to amend the parking standards for Convenience stores with fuel pumps.

Background: On October 6, 2005, the Zoning Update Committee of the Planning Commission met and discussed a proposed amended ordinance for parking at convenience stores with fuel pumps.

During this meeting, it was determined to amend the parking requirements to specifically identify convenience stores with fuel pumps and to require 6 spaces per 1000 gross sq.ft. of such use, with a credit being provided that any pump service area that accommodates a 22 foot parking stall will count as a required parking space, provided that a minimum of one handicap parking space is striped and provided on site per ADA requirements.

On February 9, 2006, the Frankfort/Franklin County Planning Commission unanimously adopted the staff report as the summary of findings and unanimously approved to recommend the City of Frankfort's Board of Commissioners to approve the proposed text amendment.

Attached is the report submitted to the Planning Commission with the proposed text with strikeout text for removal and underline text for new text that is proposed within the Zoning Ordinance.

Recommendation: Approval

Attachments:

- Proposed Ordinance with the Planning Commission report dated November 29, 2004.
- The minutes from the Public Hearing by the Frankfort/Franklin County Planning Commission. **(to be provided when complete)**

Contact Person

Name: Gary Muller
Title: Planning and Building Codes Director
Department: Planning
Phone: 502/875-8513
E-mail: gmuller@fewpb.com

3.6 **FIRST READING:** An Ordinance amending Frankfort Code of Ordinances Chapter 36, Administration, Section 36.051, Signing Checks.

Purpose: To amend the Frankfort Code of Ordinances to permit the Director of Finance to sign all checks, and permit the use of a stamped signature.

Background: The Purchasing Agent and Finance Director spend approximately four hours each week reviewing and signing checks. That process could be made more efficient by allowing staff to use a signature stamp, with a minimal time savings of 30%. That would permit more time for invoice and bill review. Currently, the City has an automated signature process for payroll that operates very smoothly.

The stamped signature would be consistent each time. By using a stamped signature, a fraudulent check could be detected by the bank. The key internal control point for the check stamp is to have both stamps locked and secured in separate locations. The check stamp can only be accessed by the designated check signatory. Ultimately, the Finance Department plans to reduce the check issues by using ACH (Automated Clearinghouse) transfers. The department will begin with regularly occurring checks such as utilities, rents and other recurring monthly expenditures.

Additionally, the reference to the City Auditor is deleted as it is obsolete in this context.

Recommendation: Approval

Attachment:

- Ordinance

Contact Person:

Name: Steve Dawson
Title: Director
Department: Finance
Phone: 502/875-8500
E-mail: Sdawson@fewpb.com

4. **ORDERS**

- 4.1 An Order amending established policies regarding reimbursement of travel expenses for city officials and employees.

Purpose: To amend existing travel policies and reimbursement rates for City officials and employees.

Background: This Travel Policy revision is intended to simplify travel voucher reporting by officials and employees. Currently, receipts must be attached to account for all expenses. By establishing "per diem" rates, the need for receipts is eliminated. The official/employee will only be required to enter the departure/return dates and the meal rate will be calculated automatically. The per diem rates were established using the GSA – Domestic Per Diem Rate Table.

Financial Analysis: Financial impact of the new travel policy is expected to be negligible. Department heads will be expected to control the overnight travel expense within their budgets.

Recommendation: Approval

Attachments:

- Order
- Travel Forms

Contact Person

Name: Steve Dawson
Title: Director
Department: Finance
Phone: 502/875/8500
E-mail: Sdawson@fewpb.com

5. **RESOLUTIONS**

6. **CONSENT CALENDAR**

Items on the Consent Calendar are considered to be routine by the Board of Commissioners and will be enacted by one motion and one vote. There will be no separate discussion of these items unless a Board member so requests, in which event the item will be removed from the Consent Calendar and considered separately. The City Manager will read the items recommended for approval.

- 6.1 To consider authorizing the Mayor to sign a Contract Agreement with CSX Transportation for sewer crossing CSX right-of-way. (Sewer Department)

Purpose: The purpose of this item is to consider authorizing the Mayor to sign a Contract Agreement with CSX Transportation increasing the annual fee paid by the Sewer Department to CSX for sewer lines crossing CSX right-of-way.

Background: Contract Agreements LN 063980 and LN 042788 between the City of Frankfort Municipal Sewer Board and CSX Transportation covering sewer line crossings of CSX right-of-way. These lines are still in use and CSX has determined that the original fee of \$10 does not fully cover their cost of administering the agreements.

Financial Analysis: The annual fee is being raised from \$10.00 per year to \$60.00 per year for each agreement.

Recommendation: Approval

Attachments:

- Contract Agreement LN 063980
- Contract Agreement LN 042788

Contact Person

Name: William R. Scalf, Jr., PE
Title: Director
Department: Sewer
Phone: 875-2448
E-mail: wscalf@fewpb.com

- 6.2 To consider authorization to increase the contract limit on BFI contract for disposal of dewatered biosolids at the wastewater treatment plant. (Sewer Department).

Purpose: The purpose of this item is to increase the contract limit on a BFI contract for the disposal of dewatered biosolids.

Background: In June 2003 the Sewer Department opened bids for the turnkey disposal of dewatered biosolids generated by the wastewater treatment plant. BFI was the low bidder based upon their unit cost for disposal of \$13.96 per wet ton. The contract was signed on October 1, 2003 for a period of 5 years and does not expire until October 2008. The new contract amendment will be for \$50,000, which should cover disposal costs for the remainder of this Fiscal Year.

Financial Analysis: Funding is available in the amount of \$90,000 in account # 300.68.56550.

Recommendation: Approval

Attachments:

- Copy of signed contract

Contact Person

Name: William R. Scalf, Jr., PE
Title: Director
Department: Sewer
Phone: 502/875-2448
E-mail: wscalf@fewpb.com

- 6.3 To consider authorization to add additional funds to the engineering contract with Bell Engineering, Inc. for the new liquid oxygen ozone disinfection system at the Wastewater Treatment Plant. (Sewer Department)

Purpose: The purpose of this item is to consider adding additional funds to the contract with Bell Engineering to complete the preparation of specification and drafting services to support the construction of a liquid oxygen ozone disinfection system.

Background: In September 2005 a contract was entered into with Bell Engineering to provide specification and drafting services to support the construction of the liquid oxygen ozone disinfection system at the wastewater treatment plant. In order to keep the cost for the new system within the current budgeted amount, the Sewer Department has determined that it will act as the General Contractor for the installation and approach the replacement as a design/build project. The Department is utilizing the services of Ozone System Services Group, Inc. as our ozone consultant and is utilizing Bell Engineering as a specification and drafting firm.

The initial contract with Bell Engineering was in the amount of \$20,000. This additional funding request is in the amount of \$17,000 for a total engineering support cost of \$37,000.

Financial Analysis: Funds are available in account 300.68.56550.

Recommendation: Approval

Attachments:

- Amendment # 2

Contact Person

Name: William R. Scalf, Jr., PE
Title: Director
Department: Sewer
Phone: 502/875-2448
E-mail: wscalf@fewpb.com

- 6.4 To consider a contract extension with FMSM Engineers for Engineering Services associated with the construction of the Ewing Street Force Main crossing of Benson Creek. (Sewer Department)

Purpose: The purpose of this item is to consider a contract extension with FMSM Engineers for additional Engineering Services associated with the construction of the Ewing Street Force Main replacement across Benson Creek due to the most recent force main break.

Background: In October 2003 the Sewer Department discovered a broken force main in Benson Creek from the Ewing Street Pump Station. An emergency contract was awarded to FMSM Engineers to inspect and evaluate the extent of the break. As part of this contract, FMSM assisted the Department in evaluating and implementing alternatives to maintaining flow until the temporary replacement pipe was designed and constructed. In November 2003 a contract was awarded to FMSM Engineers for permitting, geotechnical exploration, and design of the permanent replacement force main. In January 2004 an additional contract was awarded to FMSM Engineers to perform underwater inspections of the remaining crossings in the Kentucky River. In November an additional contract extension was awarded for bidding assistance, scope changes, construction administration and the evaluation of the feasibility of relocating the Capital Avenue Force Main.

In early November of 2004 we experienced another break in the asbestos cement force main, this time awarded for additional design and permitting associated with extending the replacement project to the opposite side of the railroad tracks and extending past the railroad right-of-way due to the November break.

This contract extension is due to additional construction time to complete the project. The original completion date was November 11, 2005. The contractor was given an extension until December 11, 2005 due to permitting issues associated with CSX Transportation and the KY Transportation Cabinet. On March 1, 2006 the contractor was 80 days behind schedule and is being assessed liquidated damages for each day the project is delayed.

The total cost to date including this contract extension is as follows:

October 2003	\$ 33,050	Underwater inspection of the broken force main
November 2003	\$ 40,244	Permitting, Geotechnical, & Design
January 2004	\$ 28,075	Inspection of the Kentucky River Crossings
November 2004	\$ 47,185	Bidding assistance, Construction Admin., & Scope Changes
January 2005	\$ 9,010	Additional permitting and design fees
March 2006	<u>\$ 48,000</u>	Additional construction administration due to construction time
	<u>\$205,564</u>	

The total funding request for this contract extension is \$48,000, which will increase the total engineering costs for this contract to \$205,564. This contract extension should cover all additional engineering costs for the duration of the project, with an estimated completion date of April 1, 2006.

Financial Analysis: Funds are available in account 300.68.56550.

Recommendation: Approval

Attachments:

- Letter with Additional Scope of Services

Contact Person

Name: William R. Scalf, Jr., PE
Title: Director
Department: Sewer
Phone: 502/875-2448
E-mail: wscalf@fewpb.com

- 6.5 To consider authorizing public works to secure approval from the KDOT and to create and install Historic District signs within the public right-of-way to identify the entrances of the City's Historic Districts (Planning and Building Codes).

Purpose: The purpose of this item is to authorize Public Works to secure a Ky Transportation Encroachment Permit for the installation of seven (7) signs within the right-of-way to identify the entrances of the City's Historic Districts, as supported by the Architectural Review Board and Planning Department.

Background: In recent months, citizens and board members has brought to staff's attention that individuals visiting or buying property in down town were not aware that they were within an established Historic District. An effort to assist with this concern, on February 21, 2006, the City's Architectural Review Board reviewed a request to support the installation of seven (7) signs to identify the entrances of the City's Historic Districts. The proposed signs are proposed to be 2' wide by 2.5' tall and include the City's seal and the following text: "Frankfort Historic District". The placement would be at the seven primary entryways into the historic districts – see map attached.

Mr. John Downs motioned to recommend to the staff that they take their design ideas to the City Manager with the approval of the Architectural Review Board for their basic design and their whole concept idea for the project, which was seconded by Mr. Dwayne Cook. The motion was unanimously approved on February 21, 2006.

Financial Analysis: minimal - only the costs to obtain the seven signs and poles – which could be made by the Public Works Department.

Recommendation: Approval

Attachments:

- Frankfort Historic District Maps
- Staff report and minutes from February 21, 2006 Architectural Review Board

Contact Person

Name: Gary Muller
Title: Director of Planning and Building Codes
Department: Planning and Building Codes
Phone: 502/352-2100
E-mail: Gmuller@fewpb.com

- 6.6 To consider approval of the Professional Services Agreement with Strand Engineers to assist the City with the Phase 2 Stormwater Permit implementation (Public Works).

Purpose: To approve the professional service agreement with Strand Engineers to assist the City with the Phase 2 Stormwater Permit implementation.

Background: The Kentucky Division of Water designated the City of Frankfort and portions of Franklin County as a Phase 2 storm water community. The Phase 2 Storm Water Permit requires the City and the County to evaluate its stormwater system and begin development of a storm water quality program. The City recently completed its third year of the permit. Strand will assist the City in implementing the Storm Water Quality Management Plan (SWQMP) and Phase 2 Program for permit year 4 that includes each of the following items:

1) Erosion Protection and Sediment Control Program

Strand will assist the City in developing an Erosion Protection and Sediment Control (EPSC) Program. In developing the program elements, Strand will utilize standard forms that are freely available from entities such as the Kentucky Division of Water (KDOW) and other Phase I and Phase II municipalities. Strand will modify standard forms to meet specific requirements of the City. As part of this task, Strand will provide the following services:

- (a) Modify/develop design guidelines for runoff erosion and sediment controls for small and large developments.
- (b) Review the selection of Best Management Practices standard details to be used for small and large developments.
- (c) Establish and document inspection and enforcement processes.
- (d) Modify/develop various forms (permit application, permits, single lot EPSC, inspections forms, Notice of Deficiencies, Notice of Violations, standard letters).
- (e) Conduct two stakeholder meetings to present new requirements and permitting process.
- (f) Provide EPSC training for City staff.
- (g) Consult with City and outside resources for training of City staff, if necessary.

2) Illicit Discharge Detection and Elimination Program

Strand will provide assistance to the City to develop an appropriate Illicit Discharge Detection and Elimination Program. The program will focus on establishing guidelines for appropriate outfall location, illicit discharge detection, and elimination procedures and documentation. As part of this task, Strand will provide the following services:

- (a) Review of existing data (GIS, water quality, development, etc.).
- (b) Meet with City's GIS consultant.
- (c) Conduct two program development workshops with City's staff (includes presentation materials).
- (d) Create standards and procedures manual.

(e) Train designated staff as determined by City.

3) Year 4 Annual Report

Strand will provide assistance to the City in developing the Stormwater Phase II Annual Report. The Annual Report will have a reporting date of January 1, 2006, through December 31, 2006. The Phase II Annual Report will be delivered by Strand to KDOW by January 31, 2007.

4) Phase II General Services

Strand will provide general engineering-related services at the directive of City that are outside of the scope of items 1, 2, and 3. General services will relate to assisting City with the implementation of the six minimum controls outlined in the Phase II stormwater permit including public involvement and participation, good housekeeping, and post-construction best management practices.

Financial Analysis: The Services will be performed on a time and expense basis with a not-to-exceed fee of \$71,000. Funds are available in the Advisory Technical Account 100-61-53210 for these professional services.

Recommendation: Approval.

Attachments:

- Agreement

Contact Person

Name:	Jeff Hackbart
Title:	Director
Department:	Public Works
Phone	502/875-8563
E-mail	jhackbrt@fewpb.com

6.7 To consider two (2) lease agreements for golf course equipment (Parks and Recreation).

Purpose: The purpose of this item is to consider two (2) lease agreements for golf course equipment. The first with Midwest Golf and Turf financed by Textron Financial Corporation, and the second is with John Deere Municipal Equipment.

Background: The Juniper Hill Golf Course is in need of updating their equipment. This will increase productivity and time management for mowing and spraying operations. Two years ago we began leasing equipment in the Parks and Recreation Department, and it has proven to be a very successful program.

Financial Analysis: Lease (1) payment will be \$1,710 per month for four years. Lease (2) payment will be \$1,859.50 per month for four years. Both have a \$1.00 per piece of equipment buyout at the end of the lease. Monies are budgeted in 100.79.56550 – Golf Course. This will also allow better cash flow in Fiscal Year 2005-2006.

Recommendation: Approval.

Attachments:

- Lease Agreements and Equipment Analysis.

Contact Person:

Name:	Steve Brooks
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Title: Director
Department: Parks & Recreation
Phone: 502/875-8575
E-mail: SBrooks@fewpb.com

- 6.8 To consider awarding a bid for pool chemicals for the 2006 swimming season (Parks and Recreation).

Purpose: To award pool chemical contracts to Swim Pro Supply and Ulrich Chemical for the 2006 swimming season.

Background: On January 22, 2006, the Parks and Recreation Department mailed out an Invitation to Bid for pool chemicals for the 2006 swimming season to seven potential bidders. Bids were opened at 2:00 p.m. on February 16 at the Juniper Hill Park office.

The following low bids for pool chemicals were submitted:

- Swim Pro Supply – Lexington, KY
Item #1 – 55 Lb. Drum Calcium Hypochlorite Tablets \$ 91.85 per drum
- Ulrich Chemical – Lexington, KY
Item #2 – 55 Gal. Drum of 20 Deg. Muriatic Acid \$100.00 per drum
Item #3 – 15 Gal. Drum Muriatic Acid \$ 28.00 per drum
Item #4 – 25 Lb. Drum Granular Cynauroic Acid \$ 42.00 per drum

Financial Analysis: The anticipated cost for pool chemicals is \$17,500 annually, half of which is budgeted in Division 82 this fiscal year ending June 30, 2006 (Account No. 100.82.54335), and the rest of the contract in July and August, 2006.

Recommendation: Approval

Attachments:

- Bid Tabulation sheets

Contact Person:

Name: Steve Brooks
Title: Director
Department: Parks and Recreation
Phone: 502/875-8575
E-mail: Sbooks@fewpb.com

- 6.9 To consider awarding bid for: 1) renovation of Paul Weddle Field concession stand; 2) construction of restrooms at Paul Weddle Field; 3) construction of restrooms at Cove Spring Nature Preserve; and 4) renovation of four restrooms at East Frankfort Park shelters (Parks and Recreation).

Purpose: To award bid to Jackson Construction for: 1) renovation of Paul Weddle Field concession stand; 2) construction of restrooms at Paul Weddle Field; 3) construction of restrooms at Cove Spring Nature Preserve; and 4) renovation of four restrooms at East Frankfort Park shelters.

Background: The concession stand at Paul Weddle Field does not meet health department regulations and must be updated. There are no restroom facilities at Paul Weddle Field or at the Cove Spring Nature Preserve. Portable toilets have been used in previous years and public demand is heavy for these facilities. The East Frankfort Park restrooms are 34 years old and do not meet ADA compliance and are in non-stable condition. Four bids were received. The recommendation is to award the bid to Jackson Construction

Financial Analysis: A total of \$141,600 was earmarked and approved by the Commission on December 15, 2005. Total cost of contract amount is \$137,161.68 and is available in Account Nos. 100.87.56550, and 100.87.55465, 100.80.56550.

Recommendation: Approval

Attachments:

- Financial Approval Abstract
- Bid Tabulation.

Contact Person:

Name: Steve Brooks
Title: Director
Department: Parks & Recreation
Phone: 502/875-8575
E-mail: SBrooks@fewpb.com

- 6.10 To consider a bid award to Harrod's Diesel Towing and Recovery for towing and storage of vehicles impounded by the City (Finance).

Purpose: The purpose of this item is to award a three (3) year contract to Harrod's Towing for the hauling-in and storage of motor vehicle impounded by the City.

Background: On Tuesday, February 14, 2006, the Finance Department received bids for hauling-in and storage of motor vehicles impounded by the City (Bid # 26001-43). The sole bid submitted by Harrod's Diesel Towing and Recovery, was received and opened at 2:00 pm. Harrod's has done this work for the City for numerous years and their bid met the specifications required.

Financial Analysis: Cost will be \$100/month, available in Account No. 100.43.53295.

Recommendation: Approval

Attachment:

- Bid Tabulation.

Contact Person:

Name:	Angie Disponette	Mark Wilhoite
Title:	Deputy Finance Director/ Purchasing Agent	Chief of Police
Department:	Finance	Police
Phone:	502/875-8505	502/352-2042
E-mail:	adisponette@fewpb.com	Mwilhoite@fewpb.com

- 6.11 To consider authorizing purchase of Pursuit Vehicles (Police Department).

Purpose: The purpose of this item is to receive authorization to purchase eleven (11) police pursuit vehicles.

Background: This is an annual purchase that is necessary to maintain the operational integrity of the Department's vehicle fleet. The purchase will be made under State Contract Master Agreement #C-04534210 at the contract price of \$19,985 (this includes preparation and delivery) for a total purchase price of \$219,835. These units are to be purchased from Country Side Motors, Lawrenceburg, KY.

Financial Analysis: Funding is available in the equipment account 100.43.56550 in the amount of \$228,900.

Recommendation: Approval

Attachments:

- Catalog Master Agreement Number C-04534210

Contact Person

Name: Walter M. Wilhoite
Title: Chief of Police
Department: Police
Phone: 502/875-8523
E-mail: mwilhoite@fewpb.com

- 6.12 To consider authorizing the Mayor to sign a Memorandum of Agreement between the City of Frankfort and the Commonwealth of Kentucky Environmental and Public Protection Cabinet, Department of Environmental Protection, Division of Water and the Farmdale Sanitation District (Sewer Department)

Authorization for the Mayor to sign a Memorandum of Agreement entitled "Federally Funded Memorandum of agreement between the Commonwealth of Kentucky Environmental and Public Protection Cabinet Department of Environmental Protection Division of Water and the Farmdale Sanitation District."

Purpose: The purpose of this item is to authorize the Mayor to sign a memorandum of agreement entitled "Federally Funded Memorandum of agreement between the Commonwealth of Kentucky Environmental and Public Protection Cabinet Department of Environmental Protection Division of Water and the Farmdale Sanitation District."

Background: In December 2005 the City of Frankfort and Farmdale Sanitation District entered into an agreement to jointly prepare and fund a revision to the 201 Facilities Plan addressing the Farmdale area. This grant will be used to pay for a portion of this Facilities Plan Update. The Grant will be awarded to Farmdale Sanitation, but the City of Frankfort is required to sign the agreement because the Farmdale area is within the Sewer Department 201 Planning Area.

Financial Analysis: This grant in the amount of \$15,000 will offset the cost to the City of Frankfort and Farmdale Sanitation District for updating the Sewer Department Facilities Plan.

Recommendation: Approval

Attachments:

- Copy of Memorandum of Agreement.

Contact Person

Name: William R. Scalf, Jr., PE
Title: Director
Department: Sewer
Phone: 502/875-2448
E-mail: wscalf@fewpb.com

- 6.13 To consider authorizing the filing of a grant application for 2006 Office of Domestic Preparedness (ODP) Fire Act Grant, and authorizing the Mayor to sign all grant-related documents (Fire Department).

Purpose: To authorize the filing of an application for grant funds from the Assistance to Firefighters Grant Program as administered by the U.S. Department of Homeland Security/Office of Domestic Preparedness.

Background: This is the sixth year Congress has appropriated funds for eligible fire departments. Funding is available to fire departments in cities of our population size on a 10% matching basis. The

grants are very competitive. The grant application period opened March 7, 2006 and applications are accepted only until April 7, 2006. Frankfort's grant application will include funding for equipment and firefighter health and safety.

Financial Analysis: Up to \$20,000 would be required from the City as a 10% match. These funds will need to be appropriated in fiscal year 2006/2007.

Recommendation: Approval

Attachments: None

Contact Person

Name: Wallace Possich
Title: Fire Chief
Dept.: Fire
Phone: 502-875-8511
E-mail: wpossich@fewpb.com

- 6.14 To consider disposition of delinquent Ad Valorem Property Tax and Ambulance Service bills for the year 2005 (Finance Department).

Purpose: To authorize collection of delinquent 2005 Ad Valorem Property Tax bills and Ambulance Service bills through Kentucky Account Services in Lexington, Kentucky.

Background: Kentucky Account Services has collected delinquent accounts for the City for several years. A current insurance certificate for the firm is on file.

Financial Analysis: Fee for Kentucky Account Services is 30%.

Recommendation: Approval

Attachments:

- Collection Service Agreement

Contact: Person

Name: Steve Dawson
Title: Director
Department: Finance
Phone: 502/875-8500
E-mail: Sdawson@fewpb.com

- 6.15 To consider a sewer extension contract with Chad Peach, Member, The Vineyards, LLC for property located at Tuscany Lane, Franklin County, Kentucky (Sewer Department).

Purpose: To approve a sewer extension contract with owner of The Vineyards located at Tuscany Lane, Franklin County, Kentucky that is properly zoned for development of 59 condominium units on 1 residential lot, with improvements including 9 new manholes and 1,641 feet of 8-inch SDR 35 pipe serving lot number 2 Brighton Court Subdivision and Tract 4 of the W.S. May and Karen G. May Property.

Background: Prior to acceptance of discharge from a development into the municipal sanitary sewer and acceptance of the development's collection by the Department, a contract must be entered into between the developer and the City of Frankfort.

Chad Peach, Member, has signed the contract. Sanitary sewer plans and specifications have been prepared and submitted to the Department for review and approval. The Division of Water has approved

the sanitary sewer plans and specifications. Final acceptance is contingent upon completion of the 30-day waiting period for testing after construction is completed.

Recommendation: Approval

Attachments:

- Sanitary Sewer Extension Contract

Contact Person

Name: William R. Scalf, Jr., P.E.
Title: Director
Department: Sewer
Phone: 502/875-2448
E-mail: wscalf@fewpb.com

- 6.16 To consider a sewer extension contract with Rickey D. Harp, President & CEO, of Farmers Banks & Capital Trust Company for property located at 1401 Louisville Road, Franklin County, Kentucky (Sewer Department).

Purpose: To approve a sewer extension contract with owner of Farmers Bank West located at 1401 Louisville Road, Franklin County, Kentucky that is properly zoned for commercial development of 1 commercial lot, with improvements including 1 new manhole and 158 feet of 8-inch SDR 35 pipe.

Background: Prior to acceptance of discharge from a development into the municipal sanitary sewer and acceptance of the development's collection by the Department, a contract must be entered into between the developer and the City of Frankfort.

Rickey D. Harp, President & CEO, has signed the contract. Sanitary sewer plans and specifications have been prepared and submitted to the Department for review and approval. The Division of Water has approved the sanitary sewer plans and specifications. Final acceptance is contingent upon completion of the 30-day waiting period for testing after construction is completed.

Recommendation: Approval

Attachments:

- Sanitary Sewer Extension Contract

Contact Person

Name: William R. Scalf, Jr., P.E.
Title: Director
Department: Sewer
Phone: 502/875-2448
E-mail: wscalf@fewpb.com

- 6.17 Sewer Extension Contract with Jeffrey Poe, Member, Pine Woods Development, LLC, for property located at U.S. 421 South, Franklin County, Kentucky (Sewer Department).

Purpose: To approve a sewer extension contract with owner of Pine Woods Subdivision located at U.S. 421 South, Franklin County, Kentucky which is properly zoned for residential development of 66 residential lots, with improvements including 22 new manholes and 4,624 feet of 8-inch SDR 35 pipe serving the lot numbers 1 through 66.

Background: Prior to acceptance of discharge from a development into the municipal sanitary sewer and acceptance of the development's collection by the Department, a contract must be entered into between the developer and the City of Frankfort.

Jeffrey Poe, Member, has signed the contract. Sanitary sewer plans and specifications have been prepared and submitted to the Department for review and approval. The Division of Water has approved the sanitary sewer plans and specifications. Final acceptance is contingent upon completion of the 30-day waiting period for testing after construction is completed.

Recommendation: Approval

Attachments:

- Sanitary Sewer Extension Contract

Contact Person

Name: William R. Scalf, Jr., P.E.
Title: Director
Department: Sewer
Phone: 502/875-2448
E-mail: wscalf@fewpb.com

6.18	Personnel				
	<u>Personnel Action</u>	<u>Employee</u>	<u>Department</u>	<u>Date</u>	<u>Other</u>
	Confirmation	Joel Dunmire	Police	3-28-06	Patrol Officer

Contact Person

Name: John Morrow
Title: Director
Department: Human Resources
Phone: 502/875-8500
E-mail: Jmorrow@fewpb.com

7. BOARD APPOINTMENTS

7.1 Planning Commission – Appointment of Charles Booe to complete the term of Carlos Pugh, who resigned.

Attachment:

- Letter of recommendation from Mayor May
- Resume – Charles Booe

8. OLD BUSINESS

8.1 To consider granting authorization to award a contract and enter into an agreement with Jordan, Jones & Goulding (JJG) for the consulting services regarding the preparation of a Holmes Street Redevelopment Master Plan (Special Projects).

Purpose: The purpose of this item is to award a contract and to authorize the Mayor to enter into an agreement with JJG to prepare a Holmes Street Redevelopment Master Plan for the City for the amount of \$91,820.00.

Background: In the Fall of 2005 the Holmes Street Redevelopment Committee advertised for Request For Qualifications for the creation of a Holmes Street Redevelopment Master Plan. After considering all proposals the committee would like to recommend that the contract be awarded to JJG. After much discussion with committee members the attached Agreement for Consulting Services has been submitted by JJG and reviewed by Rob Moore, City Attorney.

Financial Analysis: Funds are available in accounts 100-90-53295 Capital Improvements (\$30,000.00) and 635-00-51100 Holmes Street Drainage (\$61,820.00)

Recommendation: Approval

Attachments:

- Copy of Score Sheet
- Copy of Agreement for Consulting Services

Contact Person

Name:	Rebecca Hall	Rob Moore
Title:	Grants Manager	City Solicitor
Department:	City Manager	City Manager
Phone:	352-2076	227-2271
E-mail:	rhall@fewpb.com	rmoore@hazelcox.com

9. NEW BUSINESS

10. CITIZEN COMMENTS (Non-agenda items)

11. COMMISSIONER COMMENTS

12. ADJOURNMENT